

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: State Appropriation Management Section Supervisor Position Number: 20034

Location: Helena Department: Transportation

Division and Bureau: Administration Division, Commitment Management Bureau

Section and Unit: State Appropriation Management Section

Job Overview:

The State Appropriation Management Section Supervisor is responsible for guiding and coordinating executive fiscal planning and budget management systems and processes for the Department. Serves as the Department's technical authority in fiscal management systems and procedures. The position directs and coordinates budget development, implementation, monitoring, and revenue estimating services for the Department. Responsible for fiscal training for Department staff and managers and training on automated systems. The position must analyze and interpret State statutes, Legislative mandates, and Department directives to identify/resolve conflicting issues, formulate operating assumptions, help establish program delivery criteria, provide guidance to Department personnel on available state budget authority and implement new, innovative projecting, planning and budgeting theories/techniques. This position is also responsible for administering the on-going operations and activities of the Section. The State Appropriation Management Section develops and maintains various financial systems to analyze and report on the results of the department's use of available resources. The section provides financial services to customers in the governmental arena while ensuring fiscal policies and procedures are in compliance with laws, regulations, and industry standards.

Essential Functions (Major Duties or Responsibilities):

Fiscal Planning and Development - 50%

- Guides and coordinates agency-wide budget development systems and procedures to devise fiscal strategies that ensure adequate budget authority for statewide operations and services, compliance with State and Federal funding requirements and optimum use

of available funds relative to the agency's mission, goals, and objectives of individual programs.

- Develops and establishes policies, procedures and guidelines for executive planning and budget development to ensure consistency with OBPP and LFD instructions, Department policies, fiscal & accounting standards and agency needs. Monitors budget development activities throughout the Department to provide guidance and consultation, ensure consistency and promote efficient development and review processes.
- Plans, proposes, and coordinates the agency's formal biennial legislative budget request to provide critical details, explanations, justifications, and responses throughout the legislative process. Attends legislative hearings, works with OBPP and LFD and advises the Director and/or other managers on fiscal data and objectives, projections and funding priorities, significant developments, methods, standards, and systems.
- Analyzes and evaluates legislative appropriations to develop budget implementation plans for the Department. Ensures conformance with legislative requirements and fiscal management standards.
- Develops fiscal management strategies to ensure effective, efficient, and responsive fiscal administration systems, procedures, and practices.

Fiscal Administration - 30%

- Manages fiscal activities throughout budget cycles to identify and anticipate discrepancies, deviations, risks, and opportunities. Directs or coordinates statistical analyses, research projects, system development and implementation of fiscal management strategies for consideration in budgetary plans and proposals.
- Develops, provides consultation, and proposes solutions to specific agency-wide or program specific fiscal management issues related to financial systems and processes, FTE management, special appropriations, compliance deficiencies, policy interpretation, developmental methods, new standards, and other issues.
- Directs and oversees internal fiscal and budgeting technologies and fiscal training services provided to agency managers and fiscal staff to promote efficient, effective, and compliant use of financial systems, technologies, practices, and standards.
- Directs and oversees quality assurance procedures for budget and fiscal data to verify the integrity of records, calculations, analyses, and conclusions.

Section Operations and Administration - 10%

- Monitors compliance with established operational policies and procedures and achievement of goals through consultation with subordinate staff, personal review of program operations and project plans and through discussions with other Department staff and management. Ensures section procedural manuals are updated regularly.

- Evaluates, directs, and coordinates the on-going operations and activities of the Section, including fiscal and accounting controls, to develop new processes and standards that promote integration, consistency, and efficiency of various functions. Conducts workflow, cost and process analyses, determines specific areas of enhancement, and develops and implements operational improvements.

Staff Supervision - 10%

- Directly manages professional staff by reviewing and revising overall work plans, priorities and procedures and monitoring progress through regular meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Division, Bureau, and Section goals.
- Identifies staffing needs, recruits and hires employees and allocates staff to adequately support the on-going operations and activities of the Section.
- Determines training needs of section staff and prepares, presents, or coordinates training through appropriate resources to ensure that modern technologies and operational strategies are available.
- Evaluates the performance of all positions directly supervised and completes performance evaluations. Recommends, implements and monitors corrective actions. Enforces disciplinary policies to ensure consistency in application of disciplinary actions.
- Ensures that Section staff complies with State and Departmental personnel rules, regulations, and policies. Resolve grievances at the lowest level whenever possible.

Supervision:

The number of employees supervised is: 4

The position number for each supervised employee is: 20006, 20026, 20027 & 21057

Physical and Environmental Demands:

- Light lifting (less than 10 lbs.)
- Carry light items (papers, books, small parts)
- Remaining seated for extended periods of time, with occasional walking, standing, bending
- Travel within the state and out of state travel by airline to national conferences and meetings

Knowledge, Skills, and Abilities (Behaviors):

Develops and establishes professional working relationships with other state agency staff, including the Governor's Budget office and the Legislative Fiscal Division. The position requires the ability to apply expert, comprehensive, advanced knowledge of the theory, principles, practices, and techniques of fiscal management.

The position requires knowledge of the concepts and theories of governmental finance, fiscal administration & budgeting, accounting, public administration, economics, and statistics. The work requires knowledge of State and federal regulations and generally accepted accounting principles (GAAP).

The work requires the ability to apply extensive knowledge of management concepts and practices which include establishing goals and objectives, developing work plans, coordinating operations, program planning, organizational planning, personnel management, program implementation and evaluation.

Knowledge of Department of Transportation and State personnel procedures and policies, employment law, program requirements, personnel management practices and techniques and the state accounting system (SABHRS). Knowledge of legislative processes, strategic planning principles and federal funds management.

Advanced skill in effective written and verbal communications, problem solving, negotiation, facilitation, and formal presentation.

Ability to develop systems and policies, interpret laws and regulations, and design and conduct advanced research and analyses.

Advanced skill in analyzing, resolving, and synthesizing complex, abstract and often unrelated or conflicting financial and planning information to conceptualize and implement new innovative theories.

Ability to manage resources through various automated systems, leadership, work planning, delegation, problem resolution, data collection and analysis and fiscal projection.

Possess the ability to function in a computerized work environment to utilize financial systems and direct the development and implementation of comprehensive forecasting models.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to Bachelor's Degree in Business or a related field.

This position requires a minimum of 4 years of related work experience. This position requires a minimum of 1 year of supervision or team lead experience.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

Special Requirements:

☐ Fingerprint check ☐ Valid driver's license

☒ Background check ☐ Other: Describe

None Union Code Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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Administrative Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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Human Resources Review

Job Code Title: Finanical Operations Sup/Mgr Job Code Number: 132997

Pay Band: 7

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☒ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

Human Resources:

Signature

Title

Date